

# Wisconsin Department of Regulation & Licensing

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## **EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS**

### INSTRUCTIONS FOR CREDENTIAL REINSTATEMENT

Enclosed are the forms for applying for reinstatement of your credential.

**FILING AN APPLICATION** - All applicants for reinstatement of a credential (license) must complete an "Application for Credential Reinstatement" (Form #2288). It is preferred that you type or print all information when completing the forms.

Completed applications must be mailed to the Bureau of Business and Design Professions at the address listed above. Applications hand delivered or mailed by special courier must be addressed to the department's street address: 1400 E. Washington Avenue, Room 112, Madison, WI 53703.

**FEE** – Below is the fee schedule for reinstatement of a credential. The amount shown includes a \$25.00 late penalty fee. Please submit a check or money order in the correct amount made payable to the Department of Regulation and Licensing.

Architect	\$85.00
Landscape Architect	\$81.00
Professional Engineer	\$83.00
Designer	\$83.00
Land Surveyor	\$102.00

**EXPERIENCE RECORD** - Please provide a complete listing of your experience during the time period you did not hold a current registration in Wisconsin, using the Experience Record (Form #2489).

**VERIFICATION** - Please request the state agency to provide an official verification of your license, if you hold or have held a license in another state. You may use the enclosed "Verification of Examination or Registration" (Form #475).

**REFERENCES** - Provide 3 references from licensed professionals in your field who have personal knowledge of your current experience, using the enclosed "Applicant Appraisal Form For Reinstatement" (Form #2490). Family members cannot act as a reference. Type or print your name in the box at the top of the form prior to distribution. Each reference should complete Form #2490 and return it to you so you can submit all 3 references with your application.

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**REVIEW DATES** - Your application for reinstatement will be presented to the Section for review when all required documents have been received. The following are the review dates for each Section.

Section Name	Review Date	Deadline for Receipt of All Documents
Architect	April 13, 2006 November 9, 2006	March 30, 2006 October 26, 2006
Landscape Architect	March 23, 2006 September 14, 2006	March 9, 2006 August 31, 2006
Professional Engineer	February 2, 2006 April 13, 2006 June 15, 2006 August 10, 2006 November 9, 2006	January 19, 2006 March 30, 2006 June 1, 2006 July 27, 2006 October 26, 1005
Designer	April 11, 2006 November 7, 2006	March 28, 2006 October 24, 2006
Land Surveyor	February 22, 2006 July 26, 2006	February 8, 2006 July 12, 2006

### Renewal of License:

All credentials expire in the even-numbered years. Land surveyor and designer credentials expire on January 31. Architect, Landscape Architect and Professional Engineer credentials expire on July 31

### Wisconsin Statutes and Administrative Code:

A copy of the Wisconsin Statutes and Administrative Code relating to the practice of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors is available on the web at <http://drl.wi.gov> or at most public libraries. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration. Information for ordering a codebook may be found at <http://drl.wi.gov/includes/catalog.htm>, by calling Document Sales at 800-362-7253 or 608-264-9419 or by email at [docsales@doa.state.wi.us](mailto:docsales@doa.state.wi.us).